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Approved For Release 2001/07/29 : CIA-RDP78-04913A000100010058-1

Office Memorandum • **CONFIDENTIAL** UNITED STATES GOVERNMENT

TO : Project Review Committee

DATE: 6 July 1951

FROM : Comptroller

SUBJECT: Proposed projects submitted by the Training Office embracing the estimated needs of the Agency for language training for the fiscal year 1952.

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1. Approval for the three projects proposed in the total amount of \$259,000 for (1) the augmentation of the Language Training Committee action during the fiscal year 1951 (\$80,000), (2) the establishment of a CIA Language School (\$145,000), and (3) a contingency fund to defray tuition costs at language and area study centers throughout the world (\$34,000), is hereby recommended for fiscal year 1952 in the amount of \$226,500.

2. It is believed that the reduction in the estimate of \$32,500 can be made in the proposed cost for the CIA Language School for fiscal year 1952. The proposal reflects a cost for increased T/O of \$65,000, representing the annual salaries of 11 positions. It is believed that taking into consideration the probable delay in the recruitment of the personnel involved, an average lapse of six months in the required cost should be anticipated.

3. Based upon an estimated cost of \$226,500, a total of \$196,500 will be required above the amounts reflected in the 1952 Budget or a difference of \$30,000 representing the following:

(1) Savings from Budget estimate for [REDACTED]	\$17,000
(2) Funds available under present contract with [REDACTED]	11,000
(3) Funds budgeted under Office of Research and Reports for language courses	<u>2,000</u>
Total available for purposes of subject projects.	30,000

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4. It should be noted that in addition to the estimated additional costs of the proposed projects totalling \$196,500 that it is estimated that the 1952 allotment for other activities of the Training Office based on the present T/O will require an increase of \$105,370 over the amount allowed by the Bureau of the Budget for fiscal year 1952, making total additional requirements of \$301,870. In disallowing 27 of the 57 additional positions requested for the staff functions of the Training Office the Budget Bureau stated that "additional personnel should be transferred from the large number of positions allocated to other offices for language training."

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in T/O for the CIA Language School be given with the provision that consideration be given to comparable reduction, where appropriate, in the present positions budgeted for training activities in the other offices.

5. Approval of the projects should be made with the provision that salaries, transportation and incidental costs other than tuition and related training staff, supplies, and equipment costs should be charged to the office requesting language training courses for individuals assigned to their respective offices.

6. It is believed that establishment of the proposed "all-other contingency fund" will simplify the present time-consuming budgeting and financial procedures that result from the necessity of individual processing of the numerous office requests for funds for defraying tuition costs at language and area study centers.

7. Funds are available subject to the provisions stated above and approval is recommended as follows:

Vouchered funds:	
CIA Language School	\$112,500
Unvouchered funds:	
	69,000
Contingency Fund	<u>34,000</u>
Total	215,500

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